

# STATE OF GEORGIA

## RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2  
Schedule #: 2000-0008  
Effective Date: 02/04/2000

(Agency use)

(Archives use)

Date: January 28, 2000

Date Received: January 28, 2000

Control No.: N/A

Agency Code: 0478-011

Control No.: 20001228-02

Applicant: Georgia Real Estate Commission/Appraisers Board

Address: 229 Peachtree Street, Suite 1000  
Atlanta, Georgia 30303-1605

Phone: 404-656-3916  
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Email: grecmail@grec.state.ga.us

Creating Office: Georgia Real Estate Commission/Appraisers Board

Address: 229 Peachtree Street, Suite 1000  
Atlanta, Georgia 30303-1605

Phone: 404-656-3916  
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Email: grecmail@grec.state.ga.us

Administrator: Charles Clark, Commissioner

Phone: 404-656-3916  
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Email: cclark@grec.state.ga.us

Application Type: New : X

Class: Individual

Series Title: Closed Hearing Files (Appraisal Closed Hearing Files)

Dates of Series: FY91 - ongoing

Access: Confidential O.C.G.A. 43-39A-22(d)

Function Documented: The Georgia Real Estate Appraisers Board regulates the issuance of classifications to real estate appraisers. It initiates investigations on its own motion or upon sworn written requests from the public; investigates for violations of the Appraiser Classification and Regulation Act, Appraisers Board Rules and Regulations, or the Uniform Standards of Professional Appraisal Practice; and takes appropriate disciplinary action.

An investigative case which is closed due to a finding of no violation or insufficient evidence becomes a "closed investigative file". Each case that results in a sanction of a classification becomes a "closed hearing file".

The 1999 Georgia General Assembly authorized the Board to adopt a paper management program for paper documents. As there are no duplicates of the closed hearing files, Rule 539-1-.05 was adopted providing that closed hearing files would be held for forty years.

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**Consists of:** Consists of documents obtained during the investigation, original requests for investigations, and summary reports of the findings of the investigation. Documents obtained during the investigation may include: appraisal reports, comparable data sources, contacts, tax assessment records, deeds, closing documents, statements/sworn affidavits from witnesses, and classification history printouts.

Also consists of any Consent Orders, Final Decisions of the Administrative Law Judge, or court transcripts.

**Media:** Paper (8 ½ X 11 and 8 ½ X 14)

**Arrangement:** Alphabetical by last name.

**Indexed by:** Computer-indexed by case number and/or by last name of respondent.

**Retention Requirement:** 40 years

**State Law or Regulation:** 40 years  
**Federal Law or Regulation:** 0  
**Audit Period:** 0  
**Administrative Need:** 40 years

**Cut Off Event:** At the end of the fiscal year

**Total Retention:** Forty (40) years


*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:**

  
Charles Clark, Commissioner

  
Date

**Submitted by:**

  
Jenny Tidwell, Records Management Officer

  
Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

**Signed:**

  
Edward Weldon, Secretary of State Designee

  
Date

**STATE OF GEORGIA**  
**STORAGE REFERENCE AND DISPOSITION PLAN**  
**RESOURCE IMPACT PROJECTION**

Sheet: 1 of 2 *Feb 3/2/2000*

**Authorizing Schedule #: 2000-0008**

(Agency use)

(Archives use)

Date: 2/29/00

Date Received: March 1, 2000

Control No.: N/A

Agency Code: 0478-011

Control No.: 20000128-02

**Series Title:** Closed Hearing Files (Appraisal)

**Current Accumulation:** Eight (8) legal size file drawers

**Annual Accumulation:** One (1) legal size file drawer

**Reference Activity:** No reference to two (0-2) times per year

**Series Inventory:** Alphabetical by last name (sample inventory page attached)

**Storage Containers:** Standard corrugated box 15 x 11-7/8 x 9-5/8

**Special Storage Conditions:** Confidential (O.C.G.A. §43-39A-22(d))

**Proposed Disposition Instructions:**

**Cutoff records of series:** At end of Fiscal Year

**Maintain in the office for:** One (1) year

**Transfer to:** State Records Center

**Hold:** Thirty-nine (39) years

**Then:** Destroy

*The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.*

Signed: *Charles Clark* 3-3-2000  
Charles Clark, Commissioner Date

Submitted by: *Jenny Tidwell* 2 March 2000  
Jenny Tidwell, Records Management Officer Date

*The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity or required storage conditions may require renegotiation of the agreement.*

Accepted by: *Edward Weldon* 7 March 2000  
Edward Weldon, Secretary of State Designee Date